

DEPUTY PUBLIC WORKS DIRECTOR – WATER UTILITIES

Purpose:

To actively support and uphold the City's stated mission and values. To develop, plan, and implement division/section goals and objectives that align with the department's goals and objective; to recommend and administer division/section policies and procedures; to coordinate assigned activities with other City departments and outside agencies; to provide highly responsible and complex administrative assistance and serve as a technical advisor to the Public Works Director related to the assigned area of Water Utilities.

Supervision Received and Exercised:

Receives direction from the Public Works Director.

Exercises direct supervision over assigned staff.

Essential Functions:

- Manage program activities and functions in the Water Utilities Division to assure the
 protection of the health and safety of the residents and the environment, and the
 Division's compliance with State and Federal environmental and water quality laws and
 regulations, and City policies and standards;
- Provide the Public Works Director timely and useful information necessary to make strategic decisions in the important aspects of the utility operations;
- Develop, plan and implement division/section goals and objectives in concert with department goals and objectives; recommend and administer policies and procedures;
- Coordinate division/section activities with those of other divisions/sections, departments and outside agencies and organizations; provide staff assistance to the Public Works Director; prepare and present staff reports and other necessary correspondence;
- Serve as a technical advisor to the Public Works Director, City Manager and/or City Council on water utility projects related to compliance, water resource management, operations, capital programs, asset management, water and wastewater rates, financial management and regional water related programs, or other matters for both

Revised Dec 2010 (Title change

Revised March 2013 (job duties and minimum qualifications)

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the City Council and city departments; make presentations to the City Council as required;

- Develop, organize, manage, direct and/or coordinate a diverse and proactive program
 of water utilities including regional partnerships such as SROG (sub-regional operating
 group), and AMWUA (Arizona municipal water users association);
- Select, train, motivate, track, assign and oversee the work of staff; establish schedules and methods for work performed; and ensure adherence to proper workgroup procedures and policies;
- Provide pro-active performance planning through ePerformance; utilize the ePlan to formalize performance goals, outline professional development plans, and discuss job competencies; utilize the eLogs as an electronic dialogue tool and communication resources for transparent documentation;
- Maintain effective and consistent one on one dialogue with all employees on a regular basis; provide strong leadership by example in ensuring all managers and supervisors actively engage their employees to outstanding performance;
- Directly and consistently address performance by rewarding good performance, and if necessary progressive discipline for poor performance;
- Participate on a variety of boards and commissions; attend and participate in professional groups and committees;
- Participate in the development and administration of the division/section's budget; direct the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement mid-year adjustments; prepare, administer and monitor related financial systems;
- Coordinate the preparation of capital and procurement of capital projects, operating budgets and grant activities;
- Directly prepare related studies, reports and recommendations; and administer a comprehensive program for assigned area;
- Act as a lead in the annual development of a strategic management program to align program activities with the Department, City and City Council strategic priorities by completing and linking the business plan, services standards and development plans and performance report;
- Manage the preparation of agenda items for the City Council, council committees and boards and commissions;

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- Develop, administer, monitor and evaluate inter-governmental agreements and contracts;
- Act as liaison with the business community, citizen groups, contractors, State Legislature, and government entities on related activities; serve on regional committees; act as an integral part of local and regional teams that advise city management and/or the City Council on regional issues;
- Respond on a 24 hour basis to manage emergency situations;
- Provide leadership to employees in team building, responsible decision-making and problem solving;
- Manage the development of the division/section's workplace; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures;
- Respond to requests and inquiries from the general public;
- Provide continuous effort to improve operations, decrease turnaround times, streamline work processes and work cooperatively and jointly to provide quality customer service;
- Coordinate, contribute and use best management practices:
- Manage the evaluation, selection and administration of outside consulting contracts for Water Utility related services; evaluate and prepare recommendations regarding the retention of consultants;
- Facilitate long range planning for water utility capacity and infrastructure needs,
- Facilitate and monitor financial rate analyses and makes recommendation to establish public rates for water and wastewater;
- Monitors legislation to ensure compliance with federal, county and local laws and regulations;
- Perform related duties as assigned.

Minimum Qualifications:

Experience:

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Five years of full-time increasingly responsible professional experience performing the core duties, either in the public or private sector, in the areas of water/wastewater distribution and collection and water/wastewater treatment. Three years of supervisory experience specifically related to a water utility or directly related to the core functions of this position is required.

Education:

Requires a Bachelor's degree from an accredited college or university in public or business administration, environmental science, engineering or a degree related to the core functions of the assigned area. A Master's Degree is preferred.

Licenses/Certifications:

Requires the possession of a valid driver's license.

Examples of Physical and/or Mental Activities:

- Operate city vehicles
- Work in a stationary position for considerable periods of time
- Work alone for extended periods of time
- Operate computers and other office machines using repetitive hand/eye movement
- Considerable reading and close vision work
- May require working extended hours
- Climb stairways, ladders and work on elevated structures
- Traverse uneven surfaces
- Traverse considerable distances during workday with or without an accommodation
- Work out-of doors in inclement weather
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.
- Exposure to hazards of electrical shock, falls, noise, equipment operation, etc.
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc.

Competencies:

(Pending)

Job Code: 032

FLSA: Exempt / Unclassified